



Town of Arlington, Massachusetts
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Meeting Minutes 02-28-07

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
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Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine MacLachlan
 Tricia O'Donoghue
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, February 28, 2007
 7:30 p.m.

Present: Caryn Malloy, Barbara Boltz (Co-Chair), Adrienne McClure (Co-Chair), Howard Winkler, Tricia O'Donoghue, Jack Jones, Augusta Haydock

Absent: Elaine MacLachlan

Adrienne McClure chaired the meeting.

Meeting Minutes

Barbara Boltz moved approval of the November 8, 2006 minutes. SO VOTED

Current Job Openings

The Committee reviewed current job openings. The Committee discussed the process for the selection of the next public works director. Caryn Malloy reported to the committee that the Town had submitted a requisition to Civil Service for four police officers and requested a minority list for one of the four selections. The Committee also discussed the vacancy for plumber and for Chief Technology Officer.

Howard Winkler inquired as to how many of the 23 hires in the past year were minorities.

The Committee asked Caryn Malloy to review the process for summer jobs in order to ensure the process is fair and open to everyone.

Current Bid Projects

Park Circle Fire Station is being constructed by Elizabeth contracting. The project manager is the same project manager that worked on the Dallin School, Kevin Nigro. Due to the winter, there was very limited activity; there was some brick laying work but no minority activity. The water rehabilitation and sidewalk rehabilitation programs have shut down for the winter.

School Diversity Task Group

The group most recently met with School Superintendent Nate Levenson on February 7, 2007; at that meeting he passed out his plan for minority recruitment and hiring. He also gave a detailed report of the minority hiring from the past year: Of the minority resumes received 13 met the minimum requirements and all 13 candidates were offered interviews. Of those offered an interview, 10 accepted (2 already had other jobs and 1 candidate withdrew). Of those interviewed 8 were offered jobs and 8 accepted. The

schools hired 65 staff members overall, 12% were minority. The school is expecting 30 to 50 vacancies next year. The group discussed plans for minority recruitment in 2007.

Update of Affirmative Action Plan

The Committee tabled discussion of the plan until next meeting.

Continuing Business

The Committee discussed whether or not it would be participating in the effort to become a *No Place for Hate* Community. Barbara Boltz raised concerns because of the Anti Defamation League's support of the campaign. Member Tricia O'Donoghue attended two meetings and reported to the committee. She provided a set of her notes from the meeting and indicated that the next step will be for the group to form a committee.

Caryn Malloy informed the committee that Nancy Rhodes of the Human Rights Commission had asked her to discuss with the Committee what training they thought would be useful in the Town with regard to diversity and sensitivity issues. The Committee directed Caryn Malloy to respond that the committee would like to see what recommendations come out of the *No Place for Hate* campaign (part of the campaign requires the Town to participate in three related activities) before commenting.

Tricia O'Donoghue agreed to serve as the Committee's representative during the *No Place for Hate* meetings.

Jack Jones moved to adjourn the meeting at 9:16 p.m.

SO VOTED

A true record. Attest:

Caryn C. Malloy
Affirmative Action Officer